

PROSECUTOR

DEFINITION: Under general supervision, performs professional legal work of moderate difficulty in the prosecution of criminal and civil cases; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Represents the interests of the Navajo Nation in prosecuting individuals alleged to have violated provisions of the Navajo Nation Code; reviews citations, arrest sheets and other law enforcement documents and reports; interviews witnesses; gathers facts and data; determines if sufficient evidence exists to support the charges; conducts legal research; drafts complaints, motions and/or other legal proceedings; prepares a legal strategy; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case.

Presents cases before the court; argues facts of the case in relation to points of law, case law and legal precedent; provides memoranda of law, briefs and/or other documents ordered by the court; prepares and presents orders and other legal documents; works with various law enforcement agencies, departments and the general public; may serve on a task force.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, state and federal statutes, rules, regulations and codes.

Knowledge of the principles, practices and methods of legal research.

Knowledge of the principles of judicial procedures and rules of evidence.

Knowledge of court processes, administrative law processes and legal terminology.

Knowledge of legal strategies, their development and presentation.

Skill in conducting legal research.

Skill in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled.

Skill in analyzing records.

Skill in verbal and written communication.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Pre-law, Criminal Justice, Criminology or a closely related field; and three (3) years of progressively responsible experience reviewing, assessing, analyzing information, making presentations or performing closely related duties.

PREFERRED QUALIFICATIONS:

- A Master's degree in Pre-law, Criminal Justice, Criminology or a closely related field.

SPECIAL REQUIREMENTS:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

THE NAVAJO NATION

Class Code: 2158
Legal Services Series
Prosecution and Advocacy Group
Overtime Code: Exempt
Pay Grade: 65

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.